KWGIS Subdivision of plot Workflow

Customer Service

Start

- Collection form
- Submit all required docs
- Request land file
- Fill data on merlin

Exemple:
If you have a 1,000 sqm plot and subdivide it into two plots, Merlin will automatically generate an application for a Certificate of Occupancy (C of O) for the newly created plot. At the same time, you will need to open a "Surrender and Reprint CofO" application to obtain a new Certificate of Occupancy for the original (now smaller) plot.

- Surrender of old CofO
- Input approval collection date
- Merlin will automatically create files for each subdivision (Application for Certificate of Occupancy)
- Customer service should open a surrender and reprint application in the same file to generate a new CofO

Titling

- Vet the physical documents (there is no step on merlin) you can create a customer case if there is a missing document

SURVEY

- Digitize the changed plot on QGIS in ca19_parcel_changes layer
- Generate survey report

DLS

- Recommend for Subdivision
- Generate consent list
- Sign the consent list

- Upload the signed consent list

E.C.

- Sign the consent list

BILLING

- Generate Subdivision Bill
- Assign to call center to call the applicant to pay

PRODUCTION

- Generate consent letter for Subdivision